

~~CONFIDENTIAL~~

ORIGINAL CL BY 06/790
☐ DECL. REVIEW ON 20/10
EXT BYNDG YRS BY SAME
REASON 3 d(3)

OTR POLICY
BOOK

In the interest of maintaining sound principles of management and efficient operations the following policies are established for the guidance of the Office of Training.

The revision, deletion or addition of policy statements will be made, as it becomes appropriate, by the Director of Training. *when appropriate*

Mathew Baird
Director of Training

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 14 NO CHANGE
IN CLASS/ (DECLASS/ (CLASS CHANGED TO: IS S (C) RET. JUST. 22
NEXT REV DATE 10/80 REVIEWER 0695 TYPE DOC. 02
NO. PGS 3 CULATION DATE _____ ORG COMP 11 ORG CLASS 11
REV CLASS C REV COORD. _____ AUTH: HR 703

~~CONFIDENTIAL~~

I N D E X
O T R P O L I C Y B O O K

SECTION I : P E R S O N N E L P O L I C I E S

1. Selection of personnel for the Office of Training *10-1-73*
2. Assessment of personnel assigned to the Office of Training
3. Career development of Office of Training personnel *10-1-73*
4. ~~Reassignment of personnel within and from the Office of Training~~
5. Rotation of personnel *10-1-73*
6. Temporary duty assignments of personnel of the Office of Training
7. Promotion of personnel of the Office of Training
8. Exit interviews of personnel prior to resignation *87 R wants to interview all ECA & v. using memo.*
9. Utilization of personnel (military and civilian)




SECTION II : A D M I N I S T R A T I V E P O L I C I E S

1. Control of Overtime
2. Submission of Reports to the Director of Training
3. Maintenance of Current and Vital Records *10-1-73*
4. Interagency and intra- agency Correspondence
5. Travel and Per-diem of students and assigned personnel
6. Violation of Security Regulations ~~attest - all will be security~~
7. Utilization of Annual Leave and Compensatory Time
8. Maintenance and control of student records and student papers
9. Delegation of authority *(10-1-73)*

SECTION III : T R A I N I N G P O L I C I E S

1. Course development

2. ~~Course Revision~~

3. Cancellation of Courses
4. Course Scheduling
5. Development and Validation of Training Doctrine
6. Training Publications
7. Issuance and release of training materials
8. Development, production or procurement of training films
9. Enrollment of students in internal programs
10. Enrollment of students in non-Agency conducted training
11. Student testing and evaluation (Reg. 7-1-8)
12. Dismissal of students
- 25X1A 13. 
14. Training of covert personnel
- 25X1A 15. 
16. 
17. Liaison on training matters with the Clandestine Services ✓
18. Liaison on training matters with private institutions
19. Liaison on Training matters with other Departments or Agencies of the United States Government.
20. Inter-change of instructional personnel among other Departments or Agencies of the Government.